A C H I E V E M E N T   S E R I E S   –   C L A S S R O O M   M O D U L E

C r e a t e   a   C l a s s r o o m   T e s t :   D u p l i c a t e   T e s t   O p t i o n

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.

2. Go to http://www.achievementseries.com/

3. Click the **Staff Members** button.
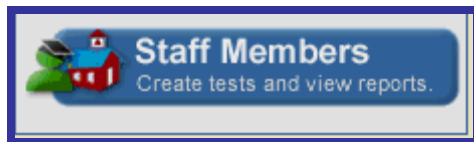
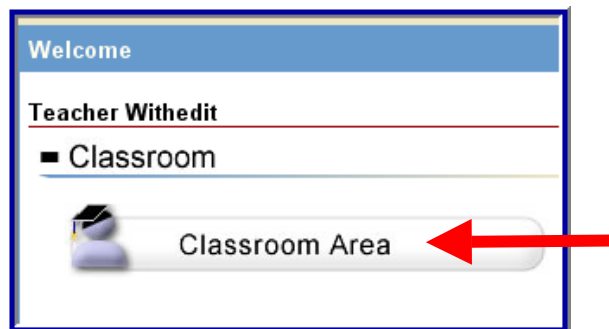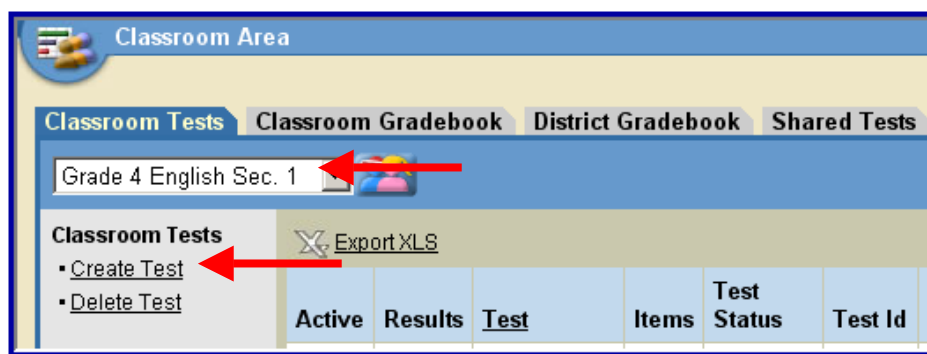4. Enter your **Site ID, Staff ID** and **Password.** Then click **Login.**

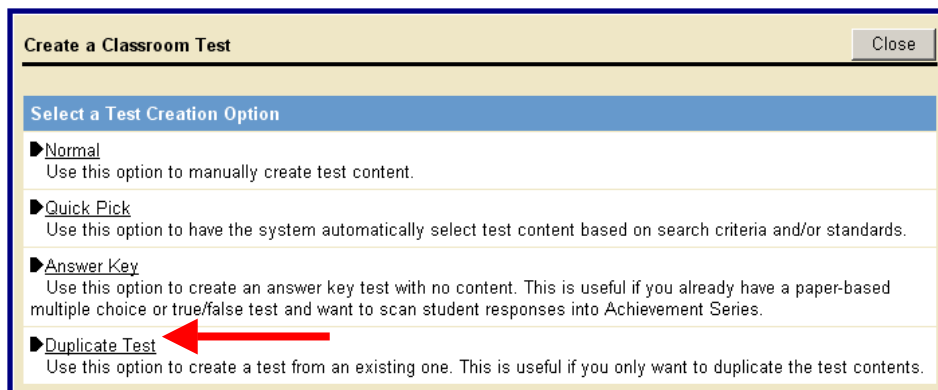5. At the Home Page, click the **Classroom Area** button.

Section 2: Create a Test using the Duplicate Test Option

1. In the **Classroom Area** select the **Classroom Tests** tab.

2. Select the **Class** from the dropdown list and then click **Create Test.**

3. Click **Duplicate Test**.

Complete the following three (3) easy steps to duplicate an existing test:

1. **Step 1 of 3: Select the Test to be Duplicated**

   Select the test to be duplicated, and then click **Next**

Select	Test ▲	Item Count	Grade	Subject
○	Math 4 Fractions	4	Pre to 12	
◉	Math 4 Fractions - Adding Fractions	4	Pre to 12	

   Select Test For Duplication — Step 1 of 3 — Cancel — Next — Export XLS — Count: 2

2. **Step 2 of 3: Select the Class to Accept the Duplicated Test.**

   Select a single **Class** from the onscreen list and then click **Next.**

Select	Class ▲	Primary Staff	Students	Grade
◉	Grade 2 Sec. S Carter	Carter, Susu	7	2
○	Grade 2 Sec. T Williamson	Williamson, Teresa	3	2

   Select Class To Accept The Duplicated Test — Step 2 of 3 — Previous — Cancel — Next — Export XLS — Count: 3
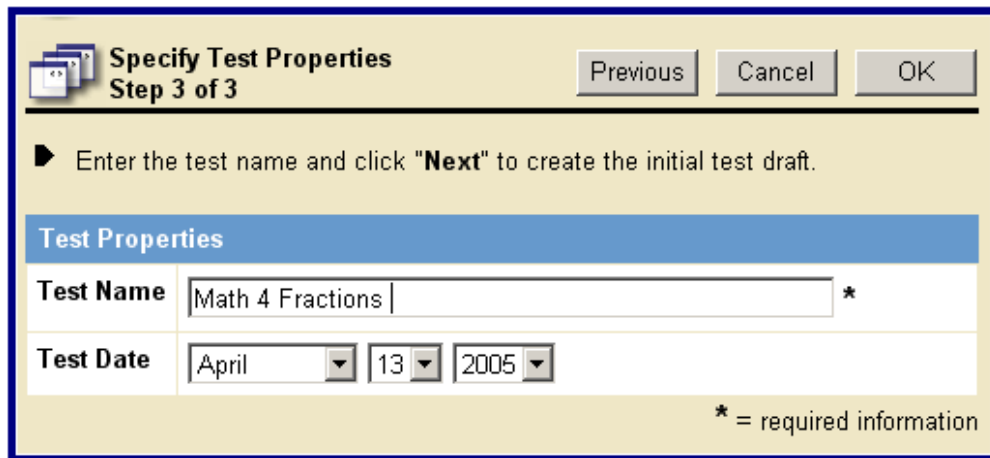
3. **Step 3 of 3: Specify Test Properties**

    A. Enter a **Test Name** for the test being duplicated.

    B. Setup a **Test Date**.

        Note: **Test Date** is used to sort tests chronologically in the Classroom Gradebook. It does not limit when students can take the test.
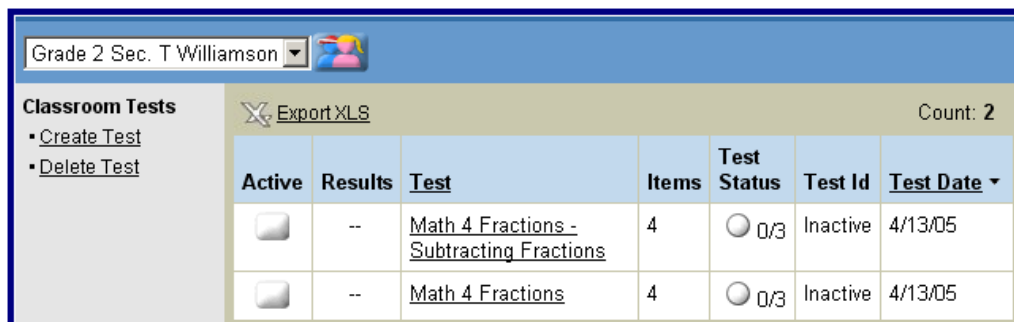
    C. Then click **OK.**

4. After duplicating the test, you are returned to the Classroom Area. The duplicated test appears in the test list for the class selected to receive it.

   Note: The test is currently inactive. When you are ready to administer the test, it must be activated. Go to Section 3 for instructions on activating a test.
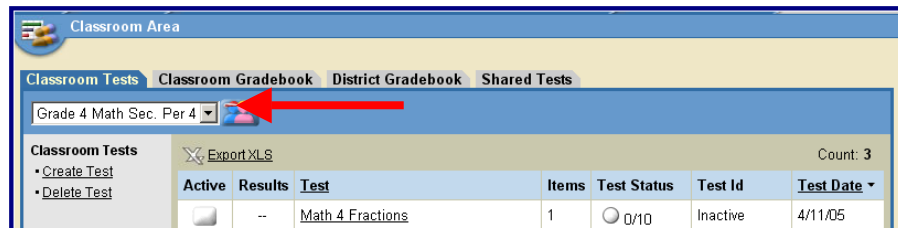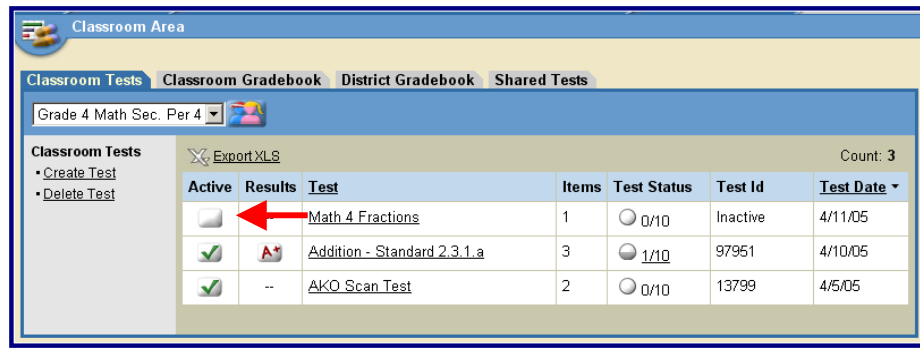
Section 3: Activate the Classroom Test

The Classroom Test can be activated using either of the two (2) options outlined below:

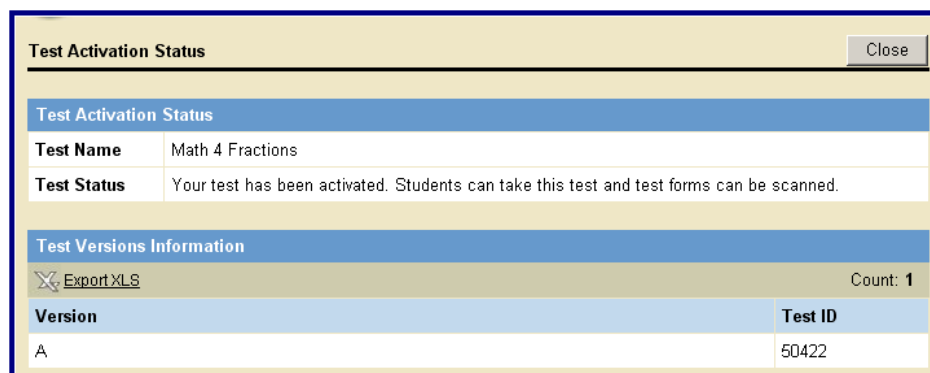### Option 1: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the button in the Active cell.
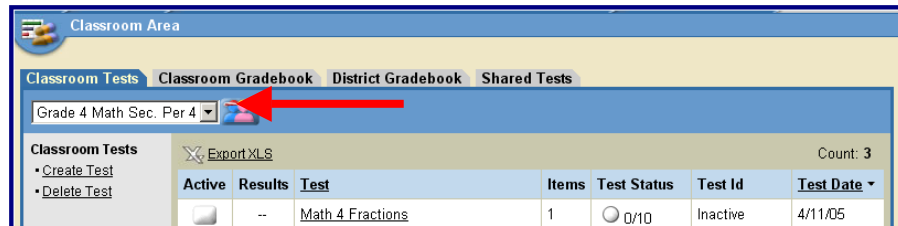

4. The Test Activation Status page displays the Test IDs. Click **Close.**

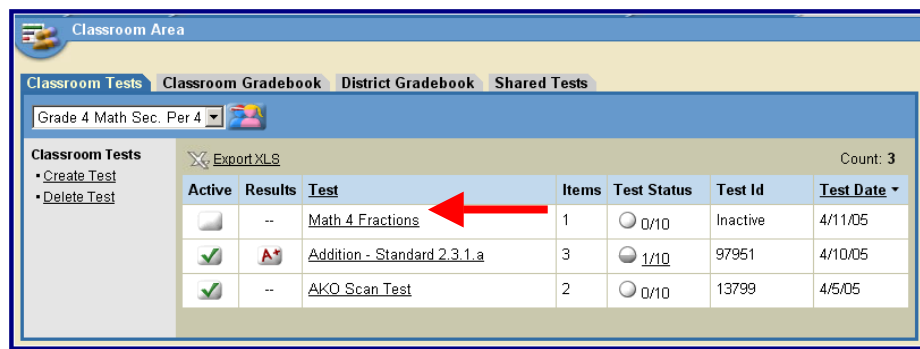   In the Classroom Area, the test's Active button now has a green checkmark.

Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

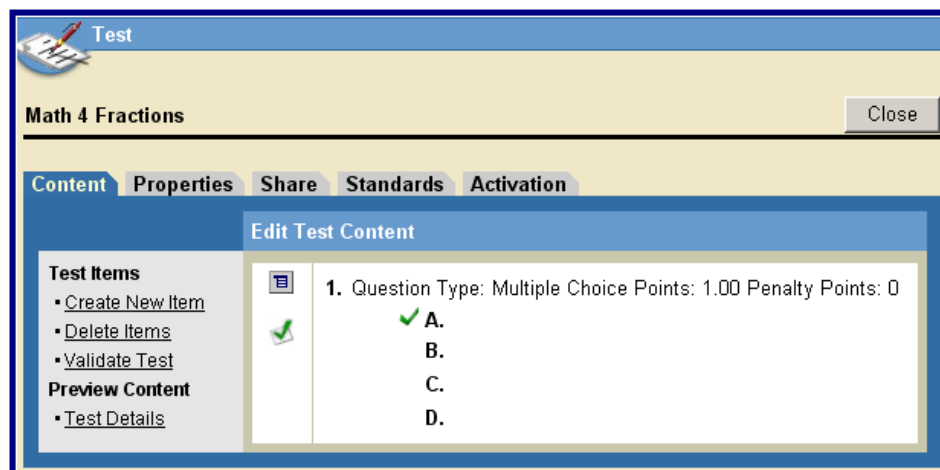2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the test name.

   Example: <u>Math 4 Fractions</u>

4. At the Test screen, select the Activation tab.

5. On the Activation tab, click **Activate Test.**

6. The Test Activation Status appears with the Test IDs. Click **Close.**

   If multiple test versions exist, there is a Test ID for each version. There is a special Random Version ID for Online Tests. The Random ID, if used, instructs the program to randomly assign a test version to each student.

7. On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.